

ENTERED  
4/14/15

Mon. 4/20 @ 12<sup>30</sup> pm

# Albert Reyes

Nicollet, MN  
bigtexan99@gmail.com - 5073416161

Seeking to obtain a full time position where i can utilize my administrative and communication skills as well as my experience to make a positive contribution to the company and im willing to learn for future experiences

## WORK EXPERIENCE

### Wireless Expert

Verizon Wireless Premium Retailer - Le Sueur, MN - January 2015 to Present

#### Responsibilities

My responsibilities are to give customer service help the customers with their needs help them with phone plans fixing mobile devices selling

#### Skills Used

Phone technician software upgrading

### Fed EX Ground

James Eckberg Inc - Mankato, MN - December 2012 to July 2013

Run the packages and load the trucks

### COOK, CLEAN

Ecumen Praire Hill - Saint Peter, MN - September 2012 to October 2012

### Student/ Medical Office Specialist

Southern Careers Institute - Pharr, TX - May 2011 to March 2012

#### Skills

- People skills
- Computer skills
- Business communications
- Cooking
- Medical terminology
- Patient charting
- Medical office
- Insurance appeals
- Business computer integrated systems
- Receptionist duties
- Im also bilingual i speak English first language And i also speak fluent Spanish

### Maintance Worker

SEARS - Mankato, MN - June 2010 to October 2010

CLEAN THE STORE

## EDUCATION

### Medical Office Specialist

Southern Careers Institute

Saint Peter Highschool